

Spec. Code: 0040(0420)
Occ. Area: 03
Work Area: 441
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 05/01/79

ASSISTANT TO HEALTH CENTER ADMINISTRATOR

Function of Job

Under direction, to assist in the administration of a health center facility by administering business policies and procedures and/or supervising appointments, records, and other office activities.

Characteristic Duties and Responsibilities

1. is responsible for the day-to-day business operations of a university health center
2. maintains financial records, prepares periodic statements regarding expenditures for health center departments, and assists in preparing annual budget
3. assists in developing new and revised business policies and procedures
4. assists in establishing and revising procedures for processing medical records, admitting patients, and scheduling physical examinations
5. supervises medical records, appointment area, and other health service office activities
6. maintains records and coordinates the processing of students referred to outside specialists by health service physicians
7. maintains records of health center activities and prepares statistical reports
8. requisitions and coordinates the purchase of health center equipment and supplies, including preparation of purchase requisitions and correspondence with purchasing departments and vendors regarding returned goods on incorrect shipments, incorrect billings, expired drugs, and other adjustments
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) three years of office supervisory experience in a health care facility (e.g. medical records librarian or technician with supervisory experience, admitting officer or clerk

with supervisory experience, billing clerk with supervisory experience) or staff administrative experience in a health care facility, (e.g. administering policies in procedures and budgeting, accounting/financial records keeping, purchasing, and/or personnel)

or

- (B) university course work may be substituted for up to two years of the above experience.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of health center business methods and procedures
2. ability to supervise and coordinate health center office activities

Assistant to Health Center Administrator.....Reinstated; Revised
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